

Spec. Code: 3360  
Occ. Area: 03  
Work Area: 172  
Prob. Period: 6 mo.  
Prom. Line: 147  
Effective Date: 05/07/97

## **SUPERINTENDENT OF BUILDINGS AND GROUNDS**

### Function of Job

Under administrative supervision from a designated administrator, to perform responsible supervisory work directing a staff engaged in the operation, maintenance, and repair (including minor alterations and construction) of the buildings and grounds.

### Characteristic Duties and Responsibilities

1. supervises such functions as the university police, routing office, building operation, grounds maintenance, building maintenance, and heat, light, and power
2. prepares budgets
3. maintains cost records and computes costs for budgetary purposes
4. is responsible for requisitioning equipment and supplies
5. studies specifications and determines type and manufacturer of products best suited in order to estimate the needs of functions assigned
6. consults and cooperates with officials
7. operates so that the lowest cost and continuity of service can be maintained on such items as power demand and consumption, illumination, and generation of steam
8. is responsible for maintenance and improvements in order to abide by safety and fire regulations; is responsible for the prevention, detection, and control of fires
9. performs other related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Bachelor's degree

2. five years of experience in construction, maintenance, or engineering fields, two years of which were in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability
2. supervisory ability